

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 52-1**

1 FEBRUARY 2000

Chaplain

**CHAPLAIN READINESS ACTIVITIES FOR
AIR FORCE SPACE COMMAND
CHAPLAIN FUNCTIONS**

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This Checklist reflects Command requirements for Chaplain Readiness Activities at all applicable levels to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to align with [AFMAN 52-103](#), *Chaplain Service Readiness Manual*, and [AFPAM 10-417](#), *USAF Deployment Management*, Attachment 2. An asterisk (*) indicates a revision from the previous edition.

1. References have been provided for each critical item. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. Asterisked critical items (if present) are those items that, if not accomplished in support of primary mission could result in an overall Wing assessment rating of less than satisfactory. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the Checklist at [Attachment 1](#) as a guide only. AFSPC Checklists will not be supplemented. Units may produce their own standalone checklists as needed to ensure an effective and thorough review of the review of a unit's Chaplain Readiness Activities program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary.

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Command Chaplain

Attachment 1

CHAPLAIN READINESS ACTIVITIES FOR AIR FORCE SPACE COMMAND CHAPLAIN FUNCTIONS

Table A1.1. Checklist.

Section 1: READINESS MISSION STATEMENT: Provide Chaplain Service personnel who are ready to deploy anywhere, anytime.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Does the senior chaplain of the installation equip all assigned Chaplain Service personnel, including individual mobilization augmentees, for disaster response, humanitarian and wartime missions? (AFI 52-101, para 2.4.6)			
1.1.1.1. Have all personnel received chemical/biological warfare defense training?			
1.1.1.2 . Have all personnel received self aid and buddy care training?			
1.1.1.3. Have all Chaplain Service Support Personnel received small arms training? (AFI 52-101, para 2.1.2)			
1.1.1.4. Are Chaplain Service personnel able to perform/implement the following areas: (AFI 52-101, para 2.1.2)			
1.1.1.5. Concept of operation			
*1.1.1.6. Command, Control and Communications (C3)			
1.1.1.7. Critical Incident and Trauma Ministry			
1.1.1.8. Continuing Medical Readiness Training (CMRT)			
1.1.1.9. Contingency Support Plans (CSP)			
1.2. NON CRITICAL ITMES:	YES	NO	N/A
*1.2.1. Does the Chaplain Readiness Officer/NCO perform responsibilities outlined IAW AFM 52-103, para 2.12?			
*1.2.1.1. Does the Chaplain Readiness Officer/NCO act as the chaplain section single focal point for chaplain readiness? (AFM 52-103, para 2.12.1)			
*1.2.1.2 Does the Chaplain Readiness Officer/NCO provide chaplain readiness expertise to the senior chaplain? (AFM 52-103, para 2.12.2)			
*1.2.1.3 Does the Chaplain Readiness Officer/NCO manage and monitor day-to-day chaplain readiness requirements? (AFM 52-103, para 2.12.3)			
*1.2.1.4. Does the Chaplain Readiness Officer/NCO establish a chaplain control center function to serve as a focal point for C2 requirements? (AFM 52-103, para 2.12.4)			
*1.2.1.5. Does the Chaplain Readiness Officer/NCO ensure chaplains are knowledgeable of religious practices and beliefs of the core world religions and incorporate this information into a training program? (AFM 52-103, para 2.12.5)			

*1.2.1.6. Does the Chaplain Readiness Officer/NCO evaluate all aspects of chaplain unit readiness training and maintain required documentation? (AFM 52-103, para 2.12.6)			
*1.2.1.7. Does the Chaplain Readiness Officer/NCO ensure lightweight chaplain combat kits (LCCK) are maintained in a mission ready status and conduct an inventory of the kits. (AFM 52-103, para 2.12.7)			
*1.2.1.8. Does the Chaplain Readiness Officer/NCO keep the senior chaplain informed on readiness issues, events, taskings, and deployments affecting chaplain operations? (AFM 52-103, para 2.12.8)			
*1.2.1.9. Does the Chaplain Readiness Office/NCO develop plans, annexes, and operating procedures to base plans? (AFM 52-103, para 2.12.9)			
*1.2.1.10. Does the Chaplain Readiness Officer/NCO assist the senior chaplain in conducting the chaplain portion of the BLA? (AFM 52-103, para 2.12.10)			
1.2.1.11. Does the Chaplain Readiness Officer/NCO maintain liaison with the Installation Deployment Officer (IDO), base plans office, medical readiness counterparts, disaster preparedness, and MAJCOM, FOA readiness staff? (AFM 52-103, para 2.12.11)			
1.2.1.12. Does the Chaplain Readiness Officer/NCO prepare chaplain function input to the base support plan? (AFM 52-103, para 2.12.12)			
1.2.2. Does the senior chaplain of the installation ensure all base-level planning documents include current chaplain requirements? (AFI 52-101, para 2.4.2)			
*1.2.3. Does the senior chaplain of the installation develop and coordinate a contingency support plan (CSP)? (AFI 52-101, para 2.4.4; AFM 52-103)			
*1.2.3.1. Does the CSP provide policy, information, and local procedures regarding preparations for chapel operations during contingencies, crises, war, and exercises? (AFM 52-103, para 5.5)			
*1.2.3.2. Is the CSP exercised annually at a minimum? (AFM 52-103, para 5.5.1)			
*1.2.3.3. Does the CSP identify essential levels of service that will be performed and those that will be reduced, deferred and/or stopped? (AFM 52-103, para 5.5.3)			
*1.2.3.4. Does the CSP follow the outline and suggested contents as identified in Attachment 8 of AFM 52-103? (AFM 52-103, para 5.5.3 and Atch 8)			
Section 2. DEPLOYMENT (AFSPCCL 52-1)MISSION STATEMENT: To ensure the best pastoral care to deploying personnel through chaplain readiness teams.			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. At the DPU:			
*2.1.1.1. Are Chaplain Service personnel available at the activated DPUs? (AF-PAM 10-417, Atch 2)			

*2.1.1.2. Are Chaplain Service Support Personnel positioned at the chaplain station to dispense religious materials and act as a contact for persons wishing to see a chaplain? (AFI 52-101, para 2.4.7; AFPAM 10-417, Atch 2)			
*2.1.1.3. Has a private room or area been designated for use by the chaplain for counseling? (AFPAM 10-417, Atch 2)			
*2.1.1.4. Does the chaplain inform the unit commander, DPU OIC/NCOIC, or troop commander of any personal issues (if appropriate) affecting the deployment of an individual? (AFPAM 10-417, Atch 2)			
*2.1.1.5. Do Chaplain Service personnel ensure a table of religious materials is available and maintained? (AFPAM 10-417, Atch 2)			
*2.1.1.6. Do Chaplain Service personnel provide a briefing to deploying personnel regarding religious, moral, and cultural contrasts at their destination? (AFPAM 10-417, Atch 2)			
*2.1.2 For deploying chaplain service personnel, are the following available: (AFM 52-103, para 6:3)			
2.1.2.1 Chaplain Combat/Assault Kits			
2.1.2.2. Mobility Boxes (Professional Equipment)			
Section 3: MARE (AFSPCCL 52-1)MISSION STATEMENT: To ensure immediate and quality professional ministry to all personnel in any contingency			
3.1. CRITICAL ITEMS:	YES	NO	N/A
*3.1.1. Are the Chaplain Service Personnel trained in disaster response procedures? (AFI 52-101, para 2.1.2)			